

FEDERAL AUDIT CLEARINGHOUSE

Revised Form SF-SAC FYE 2001

Diskette Instructions

Diskette Submission Method

Spreadsheet Format for Revised SF-SAC 2001 +

Diskette submission option.

The following instructions will show you how to prepare a spreadsheet file for diskette submission. Do not use multiple submission methods to submit your Form SF-SAC to the Federal Audit Clearinghouse. For example, if you are using the diskette submission option, then do not complete a Form using the Internet Data Entry System as well.

If you have chosen to submit your Form SF-SAC using the diskette option, you may consider submitting your Form using the Internet Data Entry System (IDES), instead. The IDES allows you to enter Form data online, using an online template. In addition, the Internet Form will accept an uploaded Page 3 spreadsheet, much like the one you will create for the diskette submission. One of the major benefits of the Internet Data Entry System is the fact that you can check your answers for errors before sending your Form to the Federal Audit Clearinghouse. The diskette submission does not offer a "Check Data" feature and you may be more likely to receive a Form rejection using the diskette option rather than the Internet option. The Internet Data Entry System is located at the following web address: <http://harvester.census.gov/fac/collect/ddeindex.html>.

To submit a Form SF-SAC using the Diskette submission option please follow these steps:

1. Obtain a copy of the Form SF-SAC (Please do not complete the Internet Data Entry System Form if you are doing a diskette submission.) You may find a

printable (.pdf) copy of the Form at the following web address:
<http://harvester.census.gov/fac/collect/formoptions.html>

2. Complete Page 1, including signatures and dates.
3. Complete Page 2.
4. Create a Page 3 spreadsheet file with the Federal Program data.
5. Enter the Total Federal Awards Expended at the bottom of Page 3 (Please do not complete Page 3.)
6. If applicable, fill out Page 4 or create a Page 4 spreadsheet file with the additional EIN data.
7. Send the following to the Federal Audit Clearinghouse, 1201 E 10th Street, Jeffersonville, IN 47132:
 - Signed Form SF-SAC (Page 1, 2 and/or 4 completed.)
 - 3 ½ inch diskette with the Page 3 and/or 4 data.
 - The appropriate number of Circular A-133 Audits (See Part III Item 9 for the number of audits you are required to submit.)

In these instructions we have used Microsoft Excel examples. However, you may create your spreadsheet using other types of electronic spreadsheet (e.g. Lotus 1-2-3 or Quattro Pro).

Steps for Creating a Spreadsheet



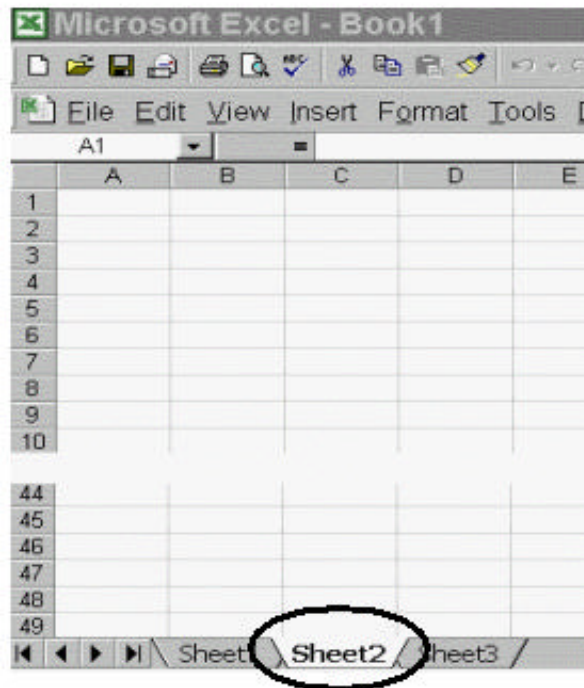
Step 1. Create a new spreadsheet. Open a new spreadsheet using Excel or another spreadsheet application. You will create data in 12 columns. Those twelve columns are listed in the COLUMN REFERENCE TABLE below. **Do not include a header row. Do not include a Total of Federal Awards Expended.** (Enter TFAE at the bottom of Page 3 of the Form SF-SAC.)

Page 3 Spreadsheet Column Reference Table

Column	Part III Item	Item Name	Allowable Characters	Maximum Characters
A		Audit Year	Numbers ONLY (No Commas, Decimal Points, Dashes or Spaces).	4
B		EIN	Number ONLY (No Commas, Decimal Points, Dashes or Spaces).	9
C		Row Number	Numbers ONLY (No Commas, Decimal Points, Dashes or Spaces).	4
D	10a	CFDA Prefix	Two-digit number ONLY (No Commas, Decimal Points, Dashes or Spaces). Refer to CFDA catalog.	2
E	10a	CFDA Extension	All alphanumeric characters are acceptable.	50
F	10b	Research and Development	Y for Yes or N for No are the ONLY acceptable entries.	1
G	10c	Name of Federal Program	All alphanumeric characters are acceptable.	74
H	10d	Amount Expended	Numbers ONLY (No Dollar Signs, Commas, Decimal Points, Dashes, or Spaces). Denote negative numbers with a negative sign or parenthesis. [1 OR ()]	12
I	10e	Direct Award	Y for Yes or N for No are the ONLY acceptable entries.	1
J	10f	Major Program	Y for Yes or N for No are the ONLY acceptable entries.	1
K	11a	Type(s) of Compliance Requirement(s)	Any Combination of the letters 'A through N, P' or 'O' ONLY. (No Commas, Dashes or Spaces).	15
L	11b	Audit Findings Reference Numbers	All alphanumeric characters are acceptable or 'N/A'.	100

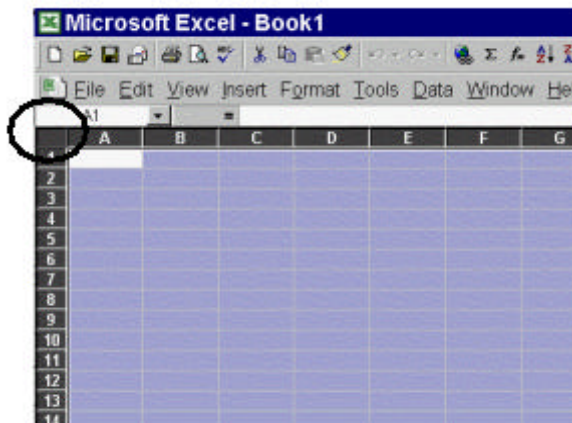
Step 2. Formatting the spreadsheet. Only one worksheet is allowed. Delete extra worksheets from your spreadsheet.

1. For each extra sheet, *right click* on the worksheet tab and select **Delete**, click **OK** to permanently delete the sheet.
2. Repeat for all additional worksheets.

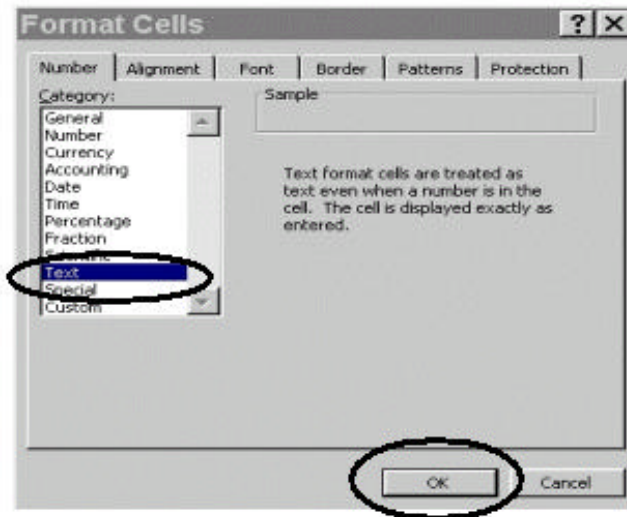


Step 3. Format all cells as text.

1. Select all cells by highlighting the cell to the left of Column A and above Row 1.



2. While all cells are highlighted, select **Format** from the Menu bar and choose **Cells**.
3. From the *Format Cells* window, highlight **Text** and click the **OK** button.



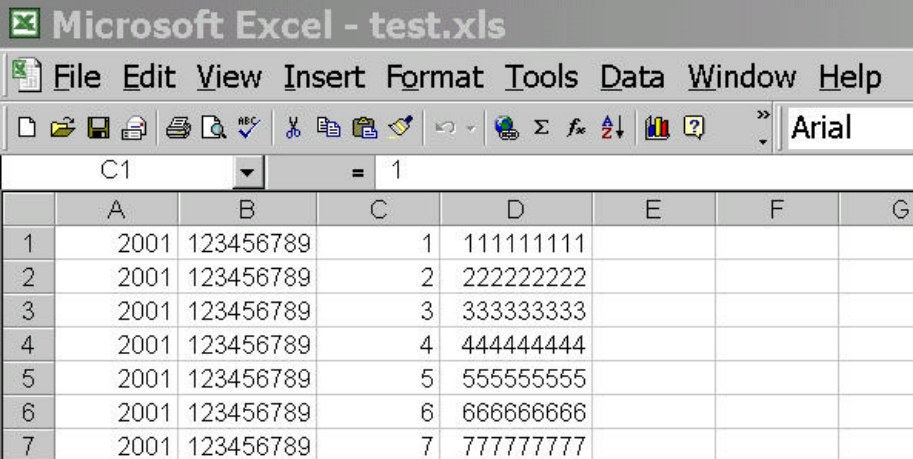
Step 4. Enter your data in the spreadsheet. Please refer to the COLUMN REFERENCE TABLE in Step 1 for the allowable characters and field length for each column. **Any deviation from the prescribed format will result in the rejection of your file upload.**

Here is an example of how your Page 3 data should appear:

Microsoft Excel - PAGE 3 FEDERAL PROGRAMS.XLS												
File Edit View Insert Format Tools Data Window Help												
G6 =												
A	B	C	D	E	F	G	H	I	J	K	L	
1	2001	123456789	1	84	100	Y	LINE 1	300000	Y	Y	ABDCE	99-1, 99-2, 99-3
2	2001	123456789	2	10	200	N	LINE 2	300000	N	N	O	N/A
3												

Page 4 Spreadsheet Column Reference Table				
Column	Part I Item	Item Name	Allowable Characters	Maximum Characters
A		Audit Year	Numbers ONLY (No Commas, Decimal Points, Dashes or Spaces).	4
B		Principal EIN	Numbers ONLY (No Commas, Decimal Points, Dashes or Spaces).	9
C		Row Number	Numbers ONLY (No Commas, Decimal Points, Dashes or Spaces).	4
D	5c	Additional EIN's	Numbers ONLY (No Commas, Decimal Points, Dashes or Spaces).	9

Here is an example of how your Page 4 data should appear:



	A	B	C	D	E	F	G
1	2001	123456789	1	111111111			
2	2001	123456789	2	222222222			
3	2001	123456789	3	333333333			
4	2001	123456789	4	444444444			
5	2001	123456789	5	555555555			
6	2001	123456789	6	666666666			
7	2001	123456789	7	777777777			